

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Class Title: Economic Development/RDA Project Manager Revision Date: 03/2012
EEO Category: Professional
Status: Exempt (Admin)
Control No: 30201

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the Economic Development/RDA Director, assists in the recruitment, retention and expansion of businesses and organizations within Sandy City.

III. Essential Duties:

- Assist in City-wide business retention and education programs.
- Manage the creation of new agency project areas and other projects under the supervision of the Director.
- Make presentations to various groups on behalf of Economic Development or Administration, including City Council, Planning Commission, Redevelopment Board, Municipal Building Authority and citizen groups.
- Respond to inquiries regarding redevelopment projects; provide information on development, redevelopment and/or special improvement districts.
- Serve as a liaison between community groups, including the Sandy Chamber of Commerce, and the Economic Development Department and other city departments/divisions for economic development projects.
- Research and analyze important business and economic information.
- Prepare and present basic benefit analysis as assigned.
- Assist Director with property management issues as assigned.
- Under the supervision of the Director, coordinate various meetings with community-based organizations, commercial developers and other government agencies and the general public for involvement in the planning and execution of RDA projects.
- Assist Director to develop and maintain working relationships with the development, business and real estate communities to identify potential economic development and redevelopment opportunities.
- Assist Director to develop and maintain a close working relationship with the Governor's Office of Economic Development, EDCUtah and other state and local economic development organizations.
- Coordinate Business Visitation Program with appropriate personnel as a tool to provide outreach for new and existing businesses on specific needs. This may include follow-up with certain departments for any concerns or issues the business may be facing and reporting to the Director as needed.
- Respond to "Request for Information" from state and private agencies in a timely manner concerning possible client location to the City by providing detailed demographic or other statistical information or brochures highlighting Sandy City and the market area.
- Attend cabinet, development committee and other meetings in Director's absence as assigned.
- Handle various, specific administrative activities as assigned by the Director.

IV. Marginal Duties:

- Assist in the preparation of brochures, reports and other written information, including working with other agencies for the development and design of specific brochures for recruitment purposes.
- Assist in the development and collection of information for Economic and Demographic Profiles of Sandy City.
- Provide tours of the City and available business locations.
- Represent the department at ground breaking and grand opening ceremonies.
- Maintain and update the Economic Development section of the City's web site.
- Coordinate and prepare materials as appropriate for public programs and presentations to discuss economic and statistical information in Sandy and surrounding areas.
- Acquire material, set-up, and man booths at various functions throughout the year.
- Attend various community events during and after work hours.
- Serve on various community and City related committees.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree in urban planning, business administration, public administration, finance or related field.

Experience: Requires two years of job-related work experience.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Principles and practices of economic development and redevelopment; correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices and procedures; proper presentation skills for use when attending various committee meetings; urban planning issues; transportation, housing and economic development; statistical research techniques; personal computers and word processing, spreadsheet and presentation programs and other related software packages.

Responsible for: Dealing daily with developers and business owners; must determine how much information needs to be released to favorably influence businesses to locate and develop in Sandy; moderate responsibility for the care, condition and use of materials, tools, equipment and money.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments and outside economic development agencies; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; regular and frequent outside contact with persons of high rank requiring tact and judgment to deal with and influence people; requires a well-developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Requires regular use of a computer, printer, copier, laptop, projector and digital camera; regular use of software including desk top publishing; website development and editing; database management and internet research.

Analytical Ability: Prioritize tasks; design and development skills for brochures and detailed packets; work well under pressure and impending deadlines; establish effective relationships with employees, the public, developers and financiers; research and organize information.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; capacity to be a self-starter. Frequent exposure to stressful situations due to high interaction levels with the public and exposure to deadlines; occasional evening and weekend work to attend meetings and meet deadlines; constant attendance is required; occasional field work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____